

PARKS, PROPERTIES & STREETS COMMITTEE MEETING MINUTES
WEDNESDAY, OCTOBER 1, 2014
SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD

The October 1, 2014 meeting of the Parks, Properties and Streets Committee was called to order by Committee Chair Dave Lienau at 2:12 P.M.

Present: Committee Chair Dave Lienau and members John Clove, Sharon Doersching and Scott Baker.

Staff Members: Village Administrator Zeke Jackson, Facilities Manager Steve Mann, and Village Clerk-Treasurer Christy Sully.

Others: Paige Funkhouser

Comments, correspondence and concerns from the public:

Lienau asked if anyone wished to comment regarding a non-agenda item. No one responded. He also noted that e-mails which had been received from Julie Duffy and Lloyd Michalsen had been included in the meeting packets. In her letter Duffy addresses concerns she has about the use and promotion of the performance pavilion and the role of the SBAA with respect to the use of that facility. She also expresses concerns about scheduling and promotion of upcoming festivals and special events and the SBAA's responsibilities with respect to such events. Lienau noted that he has suggested that an Ad Hoc Marketing Committee comprised of two Trustees, an SBAA representative and a member of the public be created. That Committee will be charged with planning for the use of the beach and the performance pavilion and marketing of promotion of those appurtenances.

In his e-mail Michalsen provides an update on the status of creation of an "Acoustic Music on the Bay Group" and states that he is convinced that this event can be a success.

Doersching noted that the annual Flower Pot Angels' luncheon will be conducted at the Sister Bay Bowl at 12:30 P.M. tomorrow and invited all the Committee members as well as Jackson to attend that event.

Jackson indicated that he is happy to report that he recently received notification that the Federal Government has tentatively decided to award the Village a \$22,000 grant in addition to the \$489,000 grant he mentioned at the last Village Board Meeting, bringing the total grant award for the Beach Project to \$511,000.

Paige Funkhouser reported that preparations for the 69th annual Fall Fest are coming along well. There will be helicopter rides this year. The pick-up and drop-off point will be behind the Fire Station. Weather permitting she's hoping to bring a "long standing Fall Fest tradition" back this year.

Approval of minutes as published:

As to the minutes for the September 3, 2014 meeting of the Parks, Properties & Streets Committee:

A motion was made by Clove seconded by Baker that the minutes for the September 3, 2014 meeting of the Parks Committee be approved as presented. Motion carried – All ayes.

As to the minutes for the September 16, 2014 special meeting of the Parks, Properties & Streets Committee:

A motion was made by Clove seconded by Doersching that the minutes for the September 16, 2014 meeting of the Parks Committee be approved as presented. Motion carried – All ayes.

Approval of Agenda:

A motion was made by Clove seconded by Baker that the Agenda for the October 1, 2014 meeting of the Parks Committee be approved as presented. Motion carried – All ayes.

Business Items:

Item No. 1. Discussion on Ordinances impacting noise in Village parks; Consider a motion to make a recommendation to the Plan Commission for action:

Jackson noted that the Plan Commission has asked for input from the SBAA Board of Directors as well as the Parks Committee regarding amendment of the Village's noise regulations. The SBAA Board members have already discussed this issue, and they are recommending that a 10:30 P.M. time limit be established for outdoor music. No recommendations were made regarding acceptable decibel levels.

A report which describes decibel readings Jackson was able to obtain outside several Village establishments from August 13th through August 15th was included in the meeting packets and the Committee members jointly reviewed that document. It was the consensus that the existing regulations are simply not realistic.

The Committee members indicated that they don't want to unfairly restrict business activities in the Village but also feel the concerns of motel owners and people living in the downtown area should be taken into consideration. Acoustic music does not seem to create noise issues but amplified music does. They also agreed that the 10:30 P.M. time limit on playing of outdoor music appears to be reasonable.

A motion was made by Clove, seconded by Lienau that the Parks Committee recommends that the Village's noise regulations be amended in such fashion that they state that sustained noise levels of 85 decibels will not be allowed. If the Parks Committee's recommendation is accepted the Committee members are requesting that all the business owners in the Village be given formal written notice of the amendment.

During discussion several of the Committee members indicated that they feel the term "sustained" could be interpreted in a number of different fashions, and Lienau and Clove then amended their motion in the following fashion:

A motion was made by Clove, seconded by Lienau that the Parks Committee recommends that the Village's noise regulations be amended in such fashion that they state that variable noise levels of 85 decibels which last longer than 30 seconds when measured at the lot line

1 *will not be allowed. If the Parks Committee's recommendation is accepted, the Committee*
2 *members are requesting that all the business owners in the Village be given formal written*
3 *notice of the amendment. Motion carried – All ayes.*
4

5 **Item No. 5. Discussion regarding the maps depicting Waterfront Park and potential**
6 **locations for park benches; Consider a motion to take action if necessary:**

7 It was the consensus that this agenda item should not be addressed unless and until all the
8 work has been completed on the highway reconstruction and beach projects.
9

10 **Item No. 6. Discussion regarding TKH operations for 2014-2015; Consider a motion to**
11 **take action if necessary:**

12 **Item No. 7. Discussion on "Parks Passes" for 2015; Consider a motion to take action if**
13 **necessary:**

14 Jackson distributed a copy of the TKH budget for 2015, and the Committee members
15 jointly reviewed that document. Provided the 2015 budget is approved, two employees
16 will be working at the TKH Ice Rink on a full-time basis. Money will also be budgeted for a
17 new winter event in Sister Bay.
18

19 The suggestion has been made that seasonal "Parks Passes" be issued to Village residents
20 and property and business owners, but that non-residents and non-property owners be
21 charged fees to use the TKH Ice Rink and other Sports Complex appurtenances. An
22 example of a "Parks Pass" and a proposed fee schedule was included in the meeting
23 packets, and the committee members jointly reviewed that documentation. It was the
24 consensus that all children 10 years of age and under should be admitted to the Sports
25 Complex free of charge. It was also the consensus that the following fee schedule should
26 be established:

27 Individual Use Fee - \$3.00 Per Day

28 "Car Load"/Family Fee - \$6.00 Per Day

29 Non-Resident Organized League Member Season Pass - \$10.00

30 Individual/"Car Load"/Family Season Pass - \$25.00.
31

32 *A motion was made by Baker seconded by Clove that all Village residents, property and*
33 *business owners shall be issued free "Parks Passes", but non-residents and non-property*
34 *owners who are over 10 years of age will be charged the following fees to use the TKH Ice*
35 *Rink and other Sports Complex appurtenances:*

36 Individual Use Fee - \$3.00 Per Day

37 "Car Load"/Family Fee - \$6.00 Per Day

38 Non-Resident Organized League Member Season Pass - \$10.00

39 Individual/"Car Load"/Family Season Pass - \$25.00.
40

41 *Motion carried – All ayes.*
42

43 Several of the Committee members noted that they have heard comments that people miss
44 the campfires at the Sports Complex, and it was the consensus that weather permitting
45 campfires should again be lit at the Sports Complex whenever the ice rink is open.
46

47 *A motion was made by Clove, seconded by Baker that the Parks Department employees*
48 *shall see that wood which is on hand is split and delivered to the TKH Ice Rink Fire Pit as*

1 *needed, and Jackson shall see that the management of the Ice Rink is informed that seeing*
2 *that the fire is lit whenever possible is one of their job duties. Motion carried – All ayes.*
3

4 **Item No. 2. Discuss proposals for way-finding signage in the Village:**

5 A number of complaints have been received that the current Village way-finding signage is
6 not easy to read or understand, and it would make the most sense to make plans to replace
7 that signage when the work is done on the Highway Reconstruction and Beach Projects.
8 Proposals for creation of a Wayfinding Signage Master Plan were included in the meeting
9 packets, and the committee members jointly reviewed those documents. The planning
10 process could take some time to complete, and public meetings will be required. Jackson
11 is recommending that the proposal which was received from Living Lab be accepted.
12

13 Clove voiced concerns about budgeting money for the actual wayfinding signage which
14 will be displayed throughout the Village before the Highway Reconstruction and Beach
15 Projects are even close to being completed.
16

17 *A motion was made by Clove, seconded by Baker that the recommendation is made to the*
18 *Finance Committee that Living Lab be retained to create a Wayfinding and Signage Master*
19 *Plan for the entire Village which can be implemented in conjunction with the Beach Project*
20 *and the Highway Reconstruction Project. The recommendation is also made that the cost*
21 *of the design work be included in the Village's budget for 2015, and the cost of*
22 *implementation of the plan and purchase of the actual signage to be displayed be included*
23 *in the Village's budget for 2016. Motion carried – All ayes.*
24

25 **Item No. 4. Discussion on the public art project; CIP proposal for 2015 and Consider a**
26 **recommendation to the appropriate deliberative bodies:**

27 Jackson noted that the public art projects which were initiated in Egg Harbor and Sturgeon
28 Bay proved to be very profitable and worthwhile for the organizations sponsoring them as
29 well as the artists who created the pieces, and he is suggesting that a similar type of public
30 art project be initiated here. (Basically artists are provided large "bare bones" forms of
31 designated objects and they finish the forms however they like. The finished art pieces are
32 displayed on the street throughout "the season", and sometime in Fall all the pieces are
33 auctioned off, with the proceeds being split between the sponsoring organizations and the
34 artists.) Not everyone can afford large pieces of art, so Jackson is suggesting that smaller,
35 more affordable versions of the artwork also be created. The suggestion has been made
36 that the Village sponsor a public art project within the next couple of years in an attempt to
37 draw people to the Village during a time when businesses may be struggling as detours will
38 be in effect. Thus far three dimensional goats, three dimensional Viking Ships, and three
39 dimensional Nisses, (Gnomes), have been considered. Rough sketches of all those things
40 and cost estimates for creation of forms for them were included in the meeting packets. It
41 appears that the most reasonably priced form will be a Viking Ship. A few artists were
42 approached regarding this issue and they indicated that they would prefer to work on a
43 Viking ship as a wide range of creativity could be allowed for. The Committee members
44 indicated that they believe there are a number of logistical issues related to the public art
45 project which should be considered before any final decisions are made regarding it. It was
46 the consensus that this would be a perfect issue for the Marketing Committee to address.
47

48 *A motion was made by Doerschling, seconded by Baker that the Parks Committee concurs*
49 *with President Lienau's recommendation that an Ad Hoc Marketing Committee be created.*

1 *Motion carried – All ayes.*

2
3 *A motion was made by Doersching, seconded by Baker that if an Ad Hoc Marketing*
4 *Committee is created, the Parks Committee is recommending that the members of that*
5 *Committee be asked to study the feasibility of instituting a Viking Ship public art project.*
6 *Motion carried – All ayes.*

7
8 **Item No. 3. Discussion on the Village's Open Air Market; Report on 2014 activities;**
9 **Planning for 2015; and Consider a motion to proceed if necessary:**

10 Unfortunately the Village's Open Air Market was not well attended, and a number of
11 individuals indicated that the location was far from ideal. Wednesday nights were chosen
12 because Concerts In the Park are conducted then, but the Performance Pavilion was not
13 open until late in the season, so a number of concert goers were not even aware that the
14 market was being conducted. There also is a farmer's market conducted at the Country
15 Walk Shops on that day of the week. Vendors who did come to the market informed Sully
16 that they would actually prefer to come up here on Thursdays as there aren't other markets
17 conducted in Northern Door on that day of the week. They also indicated that they don't
18 have enough product to attend back-to-back markets. Jackson is suggesting that this issue
19 be referred to the Economic Development Committee for further study and
20 recommendation.

21
22 *A motion was made by Baker, seconded by Clove that the Parks Committee is requesting*
23 *that the Economic Development Committee study all aspects of conducting a farmer's*
24 *market in downtown Sister Bay and formulate a recommendation regarding a preferred*
25 *course of action for next summer. Motion carried – All ayes.*

26
27 **Item No. 8. Report from Steve Mann on activities:**

28 Mann reported on the following issues:

- 29
- 30 • The sewer line at the baseball field is in place, but the lift station still has to be
 - 31 installed.
 - 32 • Approximately 70 to 75 yards of black dirt have been screened from the compost
 - 33 pile.
 - 34 • He is having a great deal of difficulty getting the employees from Harbor
 - 35 Construction to work on the Village Hall and Boathouse laterals, but will keep
 - 36 trying.
 - 37 • The fields at the Sports Complex have all been aerated.
 - 38 • The sprinkler lines in Waterfront Park have all been drained for the season.
 - 39 • Several bad boards were replaced on the picnic tables and a number of the tables
 - 40 have been re-painted.
 - 41 • The D.O.T. has required that several of the slat signs and the Jane Hedeon
 - 42 Memorial Flag Pole be removed by November 15, 2014. Mann would like to start
 - 43 working on those projects now. It was the consensus that this will be fine.
 - 44 • The glass on one of the Performance Pavilion menu boards was intentionally
 - 45 damaged. It was replaced with plexi-glass.
 - 46 • The planters will be put in storage next week. The Parks Dept. employees will
 - 47 attempt to save the Geraniums over the course of the winter.
 - 48

1 *The question arose as to why Mums were not planted this Fall, and Mann responded that*
2 *there were not enough funds remaining in the flower account for such a purchase. It was*
3 *the consensus that next year the cost of Mums shall be taken into consideration when*
4 *flowers are ordered.*

5
6 **Item No. 9. Discussion on other parks and streets activities:**

7 Jackson indicated that there were no other parks and streets activities to discuss.
8

9 **Item No. 10. Discussion regarding matters to be placed on a future agenda or referred to**
10 **a committee, official or employee:**

11 *The following issues will be placed on a future agenda or referred to a committee, official*
12 *or employee:*
13

- 14 • *The Plan Commission shall be informed that the Parks Committee is recommending*
15 *that the Village's noise regulations be amended in such fashion that they state that*
16 *variable noise levels of 85 decibels which last longer than 30 seconds when*
17 *measured at the lot line will not be allowed. If the Parks Committee's*
18 *recommendation is accepted, the Committee members are requesting that all the*
19 *business owners in the Village be given formal written notice of the amendment.*
20
- 21 • *The Finance Committee shall be informed that the Parks Committee is*
22 *recommending that Living Lab be retained to create a Wayfinding and Signage*
23 *Master Plan for the entire Village which can be implemented in conjunction with*
24 *the Beach and Highway Reconstruction Projects. The Parks Committee is*
25 *recommending that the cost of the design work be included in the budget for*
26 *2015, and is also recommending that the cost of implementation of the plan and*
27 *purchase of the actual signage to be displayed be included in the budget for 2016.*
28
- 29 • *The Village Board shall be informed that the Parks Committee concurs with*
30 *President Lienau's recommendation that an Ad Hoc Marketing Committee be*
31 *created for the Village of Sister Bay.*
32
- 33 • *If an Ad Hoc Marketing Committee is created, the Parks Committee is*
34 *recommending that the members of that Committee be asked to study the*
35 *feasibility of instituting a Viking ship public art project.*
36
- 37 • *The members of the Economic Development Committee shall be informed that the*
38 *Parks Committee is requesting that they study all aspects of conducting a farmer's*
39 *market in downtown Sister Bay and formulate a recommendation regarding a*
40 *preferred course of action for next summer.*
41

42 **Adjournment:**

43 *A motion was made by Doersching, seconded by Baker to adjourn the meeting of the*
44 *Parks Committee at 4:38 P.M. Motion carried – All ayes.*
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49

1 Respectfully submitted,

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3 Janal Suppanz,

4 Administrative Assistant